

Executive Committee Meeting Minutes – Monday, September 8, 2003

Chairman Dwyer called the meeting to order at 8:30 a.m. and led the Committee in the Pledge of Allegiance.

Present: Chairman James Dwyer, County Board Supervisors Patricia Haukohl, Kenneth Herro, Walter Kolb, Richard Manke, Duane Paulson and Duane Stamsta.

Also Present: Chief of Staff Lee Esler, Legislative Policy Advisor Dave Krahn, Director of Administration Norm Cummings, Budget Manager Keith Swartz, Supervisor Rodell Singert, Corporation Counsel Tom Farley, Radio Services Manager Chris Pederson, Information Systems Manager Mike Biagioli, Collections and Business Manager Sean Sander, Office Services Coordinator Claudia Backus, Legislative Policy Advisor Mark Mader, Budget Specialist Linda Witkowski, Milwaukee Journal Sentinel Reporter Scott Williams, Freeman Reporter Dennis Shook, Oconomowoc Library Director Ray McCannan, Citizen Guy R. Crane, Citizen Helen Gest, WCFLS Director Tom Hennen, Senior Financial Analyst Linda Hein, Parks Systems Manager Jim Kavameier, Director of Parks and Land Use Dale Shaver, Director of Public Works Rich Bolte, Building Operations Manager Dennis Cerreta, Engineering Services Manager Gary Evans, Business Manager Betsy Crosswaite, Architectural Engineer Technician Mike Wells, Senior Civil Engineer Kevin Yanny, Senior Civil Engineer Paul Barthold, Building Operations Manager Mark Keckeisen and Office Services Coordinator Windy Jicha.

Late Tax Appeal for Guy R. Crane for the Guy R. Crane Revocable Trust

Dwyer swore in Guy R. Crane. Crane explained that he wrote and mailed eight checks on the afternoon of July 10 from Glenview, Illinois. None of the mailed checks has been cashed. He called the post office alerting them of the problem and received a letter indicating the mail is not lost, just undeliverable. Crane showed to the committee cashed checks in sequence around the uncashed checks and a bank report indicating when checks cleared his bank.

Farley said the letter from the post office doesn't admit error. We do have information on the sequenced checks but this is generally not considered. It comes down to a question of postal error.

Paulson asked on your bank statement, does it show that you had a balance of \$16,000 in the bank to cover the check? Crane said yes, he carries a large balance at all times.

Farley said the actual date Crane paid his taxes to the county was August 11, 2003.

Kolb asked Crane if he had ever been late on tax payments before? Crane said he invests in real estate all over the United States and he does not pay his taxes late.

Late Tax Appeal for Helen Gest

Dwyer swore in Gest. Gest explained she mailed the payment between 8-8:30 p.m. on July 31 at the post office on St. Paul Street in Milwaukee. The envelope was posted a day later. She said she always mails her mail there and it gets posted the same day. She called the post office twice and got two different answers regarding when mail is picked up from that mailbox. The first time she called, she was told the mail is picked up at that location one time per day at 8:30 p.m. The second call revealed pick-ups every hour. She said she has a letter from the post office stating error. She said it is postal error since it was not posted the day she made the payments. She mailed other checks that day and they weren't considered late even though they were stamped late.

Farley said the letter from the post office did not admit error. The letter indicates that the envelope may have been dated the next day but the post office did not admit error.

Supervisor Herro arrived at 8:45 a.m.

Farley said the burden of proof is on Gest and the county needs the requisite level of proof to clear Gest of late payment penalties.

Consideration of Late Tax Appeal for Russ Wankowski on Behalf of Sadie II LLC

Farley said the postal mark is proof of mailing not the postal meter. The postal meter is an indicia, not proof of mailing. The postal cancellation is proof of mailing. The post office's practice is to re-stamp or re-cancel an envelope that has a different meter date than the actual cancellation. They don't normally cancel metered mail if it is the same date as cancellation.

MOTION: Haukohl moved, Manke second to deny the late tax appeal of Russ Wankoski on behalf of Sadie II LLC. **Motion carried:** 7-0.

MOTION: Herro moved, Stamsta second to deny the late tax appeal of Helen Gest. **Motion carried:** 7-0.

MOTION: Kolb moved, Haukohl second to approve the appeal process for Guy R. Crane.

Haukohl said she felt there was sufficient proof with the check sequencing to indicate the tax payment had been mailed on time. Kolb said Crane didn't mail it on the last day. Herro said what if the letters are still in his car and he didn't mail them? Dwyer said the thing you have to look for is proof of postal error. Manke said the law is the law and proof has not been met. Stamsta said in the past the committee has made exceptions on these issues. Crane made an honest effort to pay his tax bill and there's postal error.

ON THE MOTION: **Motion carried:** 6-1 (Manke voted no).

Public Comment

Ray McCennan, director of the Oconomowoc Public Library, said the next ordinance regarding the Federated Library System is a bad idea.

Discuss and Consider Ordinance 158-O-061: Suspend Section 11-4, Waukesha County Code of Ordinances Governing Funding for Federated Library System

MOTION: Stamsta moved, Herro second, to approve Ordinance 158-O-061: Suspend Section 11-4, Waukesha County Code of Ordinances Governing Funding for Federated Library System.

Thelke explained the ordinance. This ordinance suspends the County Code formula for determining the county special library tax as it pertains to the generation of the 2003 county special library tax for 2004 budget purposes. The special library tax applies to those communities that have not been exempted from the tax by providing local library services that meet the county adopted standards and the State of Wisconsin prescribed minimum mill rate.

The tax that is generated by these non-library communities is distributed to Waukesha County Federated System member libraries to fund a portion of the costs for non-library community usage. Under County Code 11-4, the special library levy is based on member libraries current year budget, adjusted for prior year actual expenditures and revenues to arrive at net allowable expenses. These net allowable expenditures are then multiplied by the non-library community ratio of overall circulation. For the 2003 levy (the 2004 budget), the current formula results in a \$225,082 or 8.8% increase to \$2,769,187.

This ordinance suspends the formula for one year, capping the 2003 special library levy increase at 2.6%, approximating the county's 2003 increase in new construction valuation. The 2.6% capped increase will

generate \$66,147 in additional levy for 2004 budget purposes. This is a tax levy reduction of \$158,935 below the amount that would be generated in 2003 for 2004 budget purposes under the county code formula.

Thelke distributed and discussed a chart showing payments to libraries under several different circumstances and the change in payment. He said they charge according to County Code 11-4. The amounts are tax-based on actual usage, divided by the 16 libraries. Seventy percent of the monies go back to library communities. Thelke said there are a lot of problems with the library funding law. This ordinance suspends the tax formula for one year.

Haukohl said this is a slap in the face to those communities that follow the funding and reduces services in communities with libraries.

Stamsta said this is called a tax but to him it's a user fee for those people in communities without libraries. Libraries are for all people. You have the same opportunity to use the library as you do the jail and schools. Paulson said this gives communities an opportunity to get away without paying for anything. Manke agrees with Stamsta that it is a community resource. Manke said he couldn't support this ordinance.

Haukohl said this is the best fit formula as decided by the County Board. We should stay the course and vote this down. You are punishing communities with libraries and it is not across the board.

Dwyer said he thinks this is the first discussion of many over the next few months about budgets. There will be cuts in services across the county. The inconsistency of an 8% increase would not be the best of policy decisions. The decisions we make have to be the best for all 37 communities in Waukesha County. The idea of holding spending down is laudable.

Paulson said he would not vote for this ordinance, it is not fair.

ON THE MOTION: Motion denied: 2 – 5 (Paulson, Haukohl, Stamsta, Manke and Dwyer voted no).

Review, Discuss and Consider 2004 – 2008 Capital Projects Plan Relative to Information Systems and County-Wide Technology Projects (Items 44-56)

Item 44 Tax Records Replacement – Director Cummings, Sander and Biagioli were present to discuss this project. Biagioli said this project is going as planned. They are finalizing the contract for the tax package through Easy Access in Texas. Because the package needs to be customized and additional time is needed for customization, finalization and costs of the project may be stretched out between 2004 – 2005. Director Cummings said we have to enter into this project because we can no longer support our current system. The benefits of this project will come from the automation and accuracy of the final product.

Item 45 Justice System Redevelopment – Director Cummings, Sander and Biagioli were present to discuss this project. Biagioli said they were notified in May 2003 that the state could not support the IJIS system according to the current schedule. The additional dollars are required to offset the costs associated with offsetting the state costs associated with implementing the DA/Protect system and costs for implementing the Law Records Management system (Spillman) for the Sheriff's Department.

Item 46 Mobile Data Infrastructure Upgrade – Director Cummings, Swartz and Pederson were present for this project. This project has a scope change and dollar update. Swartz said this was a placeholder last year and could have potentially higher costs integrating several systems. Pederson said this was set up as a replacement but technology has changed and improved and upgrade is needed. The upgrade is intended to provide a new

and more reliable system which retains existing features and functionality. The replacement system is planned to provide dramatic improvement in data speed, which will facilitate the ability of users to upgrade subscriber software to access the new Central Dispatch Center's Computer Aided Dispatch and Records Management System features. Pederson passed out and discussed a handout titled, Comparative Analysis Waukesha County Mobile System.

Item 47 Implementation of HHS Automated System – Director Cummings, Biagioli and Sander were present for this project. Director Cummings gave an update on the status of this project. Biagioli said this project has been amended for fiscal 2004 to reflect the additional contract services requirements to facilitate an interface of SACWIS into the Avatar and PeopleLink packages at a cost of approximately \$200,000 less than the integration of SACWIS with county systems. The county plans on developing an interface module which will automate the transmittal of the SACWIS data from the PeopleLink and Avatar Case Management software packages to the state for child welfare reporting, in accordance with the data and business requirements defined by the state for the SACWIS system. Points of entry for the data elements will be defined and transmitted to the state in the selected transmittal environment. The estimated cost for this solution, which will include the transmittal environment, data analysis and consulting services to interface the systems, is \$200,00.

Item 48 Electronic Document Management System – Sander said this project is as planned, on time and moving forward.

Item 49 Upgrade Collections (CUBS) System – Sander said this plan will replace the collections software and fund balance will be used to cover these costs. They plan on having it done in 2004.

Item 50 Upgrade Office Suite from Windows 2000 – Biagioli said this project is delayed until 2005 because the county wants to wait on any action in this area until the state has finalized this future direction on this type of product. The county interfaces frequently with the state and will need to be on a compatible system. There will be significant savings if the county purchases the same system as the state.

Item 51 Oracle Infrastructure Upgrade – Biagioli said this capital project is a result of the battle between Oracle and Microsoft. The county is using Oracle Forms 6.0 that is no longer supported by Oracle. The county must migrate their existing Oracle Power Unit licenses to the Process-based license formula and purchase the additional licenses at the same time. This migration will cause maintenance costs to be reduced.

Item 52 CITRIX Server Development – Biagioli said CITRIX has dramatically freed up resources in Information Systems in Waukesha County. This project will expand the production use of the CITRIX server environment to include a majority of applications that are currently supported by desktop PC infrastructure. The implementation of the CITRIX server environment should result in a net savings to the End User Technology Fund of \$75,000 starting in 2006.

Item 53 Fiber for County Recoverability Link – Biagioli said this is the completion of Phase I fiber which links the Courthouse complex with the Expo, Huber, Highway Garage, Communications Center and the Radio Service Tower in cooperation with the City of Waukesha and the Waukesha School District. This will also protect the system in case of terror attacks. This capital plan will install a duplicate Storage Area Network (SAN) environment at the Dispatch Center's computer room. The second SAN will allow the county to "mirror" the storage environment from the computer room to this second device. Phase II connects the Courthouse Complex with the facilities on Davidson Road and phase III connects Waukesha County with the DOT highway cameras with shared costs from the State of Wisconsin.

Item 54 Telecommunications System – Biagioli said they put together a contract with SBC. Sander said the contract with SBC has resulted in significant reduction in fixed line charges and per call charges. This contract needs to be renegotiated at regular intervals and does not allow the county to take advantage of evolving technologies.

Item 55 HIPAA Security – Biagioli said an initial analysis of the published regulations indicate that there are enough significant security related enhancements required for the county's network and the associated databases for a capital plan.

Supervisor Herro left the meeting at noon.

Item 56 County-wide Cashiering – Sander said this project will provide the county with an Enterprise-wide (county-wide) cashiering solution which would support all county departments that currently or in the future employ a cashiering function.

Supervisor Herro returned to the meeting after the committee reconvened from the lunch break at 1:00 p.m.

Review, Discuss and Consider 2004 – 2008 Capital Projects Plan Relative to Parks and Land Use Department Projects (Items 39-42)

Item 39 Moor Downs Golf Course Clubhouse Restoration – Shaver handed out the Scope of Restoration for the clubhouse and Kavamaier discussed it. The goal is to restore the building to its original size and add an addition to the existing cart storage garage. Kavameier said the building is considered a landmark. It would be far better to build a new building at a different location to handle clubhouse issues but then they still need to address the renovation issues of the old facility.

Shaver said last year when the board discussed the location of the jail, the redesign of the golf course was discussed. Relocating the building to Moreland Boulevard with better visibility and parking was discussed and dropped at that time. Shaver has recommended renovating the current building, bringing it up to code and extending its life for 15 years. Shaver said fiscally, all three golf courses costs run together. He anticipates breaking even at the Moor Downs course this year which is typical. There is money available in the golf course funds to cover this project.

Paulson said he wants to see actual numbers of what it would cost to build a new building. Kavameier said he brought the numbers to the committee last year.

The committee and staff discussed and debated various options to this plan at length.

Item 40 Pavement Management Plan Implementation – Shaver said this is part of a 15-year plan to bring pavement up to industry standards. This project consists of soil borings, pavement pulverization, stabilization fabric, culverts, stone base and asphalt pavement construction. The facility scheduled for road and parking lot reconstruction in 2004 and 2005 is at Mukwonago Park. The pavement conditions are rated low or poor condition for most of the road and parking lots with pavement failure, extensive alligator cracking, patches and rutting, uneven surface and severe edge distortion.

Item 41 Bikeway Pavement Improvements – Shaver said this capital project was contingent upon getting Federal TEA-21 funding. The funding didn't go through so the project was delayed. The project will continue to be delayed until funding can be secured.

Item 42 Lake Country Trail Phase 3 – Kavemeier said this project is a cooperative effort with the City of Oconomowoc. This project does not include any TIF monies.

PowerPoint Presentation on Transportation Facilities Capital Projects

Evans, Cerreta and Keckeisen gave the PowerPoint presentation.

Review, Discuss and Consider 2004 – 2008 Capital Projects Plan Relative to the Department of Public Works Projects (Items 2-5, 13, 14, 15-37, 43)

Item 2 Northview Renovation/Demolition – Bolte said this a budget update. The Metro Drug unit will be relocated to another unoccupied area of the building under capital project 200329.

Item 3 Northview Laundry/Boiler Demolition – Bolte said this project includes the demolition of the abandoned laundry and boiler room which includes approximately 280,000 cubic feet of enclosed space.

Item 4 Air Handling Unit – Human Services Building – Bolte said this is a new project to improve the air distribution and maximize the energy saving potential of the EMS system installed at this facility in 2003.

Item 5 Courthouse Boiler Replacement – Bolte said this project will provide total replacement of two boilers and associated pumping system.

Item 13 Communications Center – Bolte said it is coming along nicely. Supervisors have an opportunity to see the building on the capital projects bus tour.

Item 14 Highway Operations Center Storage Building – Bolte said when they built the Highway Operations Center building, they didn't have enough room for storage. This project will provide a space to store the equipment presently resting outside.

Item 43 Computerized Maintenance System – Bolte said this project is multi-year with the first phase this year. This dovetails some of the recommendations from the last audit.

Items 15 – 21 – Bolte said these projects are as planned.

Item 22 CTH Y, North Ave. Intersection – Bolte said this project was developed last year by the board on its own initiative. His department has looked at engineering for the project and the estimated cost is \$645,000. The committee discussed this project extensively in regards to whether or not to continue with this project because of the intergovernmental issues surrounding it.

Item 23 CTH J, Rockwood Drive – STH 190 – Bolte said we are in right-of-way acquisition for this project. The utilities will be relocated this fall and construction will start this winter.

Supervisor Manke left the meeting at 3:30 p.m.

Item 24 CTH Y, I-43 – CTH I – Bolte said this will be designed next year. This is a priority corridor in the county.

Item 25 CTH E, Oconomowoc River Bridge – Bolte said an agreement has been drafted between the county and the North Lake Management District for work on this road. The agreement will come before the board. The road will be built to accommodate trucks.

Item 26 CTH L, CTH Y to CTH O – Bolte said this project has been delayed until 2007.

Item 27 CTH O, CTH I to STH 59 – Bolte said this project has been delayed.

Item 28 CTH SR, Fox River Bridge and Approach – Bolte said they did an emergency repair on the bridge and now it needs replacing.

Item 29 CTH TT, Northview Road Intersection and Signals – Bolte said we will do the project only if the developer agrees to pay for it. It will also include an agreement with the City of Waukesha to make the speed limits more similar.

Item 30 CTH C, Main Street – Barker River Bridge – Bolte said this is a small jurisdictional transfer from the 2002 plan.

Item 31 CTH I, CTH ES – CTH O Rehab – Bolte said this is a new project to rehabilitate part of Beloit Road. There is some poor alignment in the area that will need to be fixed.

Item 32 Culvert Replacement Program – Evans said, in response to a question from Paulson, that they do not increase the amount of funds in this program. They push the projects back in order to fit them into the budget. The analysis of need will be reworded per a request from Haukohl. This program makes repairs to larger culvert projects.

Item 33 Bridge Aide Program - Bolte said this program provides assistance to municipalities for the replacement of large drainage structures. The project normally provides 50% of the funding for engineering, design and construction of town, village or city-initiated projects that do not receive federal or state aid.

Item 34 Repaving Program 2001 – 2005 – This item includes inflationary increases.

Item 35 Signal/Safety Improvements – Bolte said this project covers spot safety locations not at intersections, the installation of new or replacement traffic signals or the major rebuild of traffic signals. The projects are place named in the budget year.

Item 36 CTH T, CTH SS Signals – This is the 2004 selected location from the intersection signalization program project 9817. These will become permanent signals.

Item 37 CTH K, CTH V Intersection and Signals – Bolte said this has been the sight of some spectacular accidents. Permanent signals will be installed.

Supervisor Stamsta stepped out of the room.

Approve Minutes of August 18, 2003

MOTION: Stamsta moved, Haukohl second, to approve the minutes of August 18, 2003 with one change.

Motion carried: 5-0.

Supervisor Stamsta returned to the room.

Correspondence

Chairman Dwyer passed out the list of correspondence to the committee members. He said Supervisors should let Jicha know if they want copies of the listed items.

Meeting Approvals

MOTION: Haukohl moved, Herro second to approve attendance for the Executive Committee at the Public Policy Forum on September 25, 2003 at the Italian Community Center. **Motion carried:** 6-0.

Motion to Adjourn

MOTION: Stamsta moved, Haukohl second, to adjourn the meeting. **Motion carried:** 6-0. Meeting adjourned at 4:10 p.m.

Respectfully submitted,

Duane E. Paulson
Secretary